
Records: New Travel & Hiring Restriction Addendum

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To: James Brooks <jbrooks@adn.com>

Wed, Mar 6, 2019 at 7:47 PM

James,

This is part of a broader release of information regarding travel and hiring directives. I will be sharing more formal information shortly.

Thanks,

Matt

From: Kendall, Scott M (GOV)
Sent: Thursday, January 05, 2017 3:40 PM
To: GOV Commissioner Secretaries; GOV Commissioners
Cc: Fradley, Tara D (GOV); Reed, Debra L (GOV)
Subject: New Travel & Hiring Restriction Addendum

Dear Commissioners,

As we approach the one year point of state travel and hiring restrictions, it's appropriate to evaluate our progress and processes to date. The purpose of these restrictions was to constrain expenditures as much as possible in response to an unprecedented state fiscal deficit. Since that deficit remains, these restrictions must also remain; but we can use this past year's experience to streamline our procedures and further our goals.

The attached memo is an addendum to the original travel & hiring restriction memo from last January (also attached). You will note that the base restrictions have not changed. But going forward the process will be modified to shift more of the discretion back to the Commissioner level, while also increasing agency accountability.

The Governor hoped that these restrictions, in addition to constraining costs, would force a hard look at how we conduct business. By virtue of not having bodies on hand, or by not being able to travel, you have had to be innovative in your approach to the delivery of your programs and services. This must continue as we have an ongoing responsibility to constantly seek ways to contain the size and cost of government, while improving its efficiencies. Clearly, the ones best suited to continue this effort are the

ones who understand departmental programs and services the best; the Commissioners themselves. However, to ensure accountability and continuity in pursuit of these goals, standardized quarterly reports to the Chief of Staff will now be required. These reports will track your decisions and document your progress.

The report metric is still under final development, but will be made available well before the end of the first reporting period on March 31st. You can expect quarterly reports to cover the following:

- Number of waiver requests received*
- Number of waiver requests approved*
- Total number of trips taken - with year over year comparison*
- Total reduction in travel costs incurred - with year over year comparison*
- Total number of employee reductions* - with year over year comparison*
- Total reduction in personnel costs incurred - with year over year comparison*

**Note: the total number of employee reductions will be reported by job class group, as described in the Job Class Outline (an automated report that will be provided). The intent is to determine reductions by the following more general categories:*

- Executive/Management*
- Administrative/Support*
- Direct Service*

The goal here is to show that efficiencies in the first two categories take priority and that there is not a disproportional impact to those providing direct service to Alaskans.

It is our hope that by moving the discretion for most of these difficult decisions to the Commissioner level, and by utilizing this type of standardized reporting, we can improve the timeliness and efficiency of our operations, continue promoting innovation, and realize better results. As with all things, we will continue to learn more as we get more experience with this process; so I welcome your feedback as you begin to work through it. Please forward this memo and email to those in your departments who need to be informed of this modification.

Thank you all for your help and the tremendous job you do!

--scott

Scott Kendall

Chief of Staff

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